



# Human Resources Newsletter

## February 2006 News

### What's New, What's Hot

- **Important Information about the State Ethics Code** - Each state employee is governed by the Code of Governmental Ethics which is enforced by the Louisiana State Board of Ethics. The Ethics Code sets out standards to prevent conflicts of interest and governs various activities of state employees such as:
  - Acceptance of Gifts
  - Agency Contracts and Transactions
  - Employment of Family Members
  - Post Employment Restrictions
- Although DOTD PPMs [#8](#) and [#9](#) cover agency-specific guidelines relating to these activities, the Ethics Board is available to issue advisory opinions on future activities/events that could appear to violate the Ethics Code. Susan Pellegrin, HR Assistant Director, is available to assist DOTD employees/managers in the interpretation/applicability of the Ethics Code and can request formal advisory opinions when necessary. (Ph. 225-379-1219 or [susanpellegrin@dotd.louisiana.gov](mailto:susanpellegrin@dotd.louisiana.gov)).
- **Updated Class on Writing "SMART" Performance Expectations** - A new version of the Writing Performance Expectations class will be piloted at Headquarters on February 16. More classes are scheduled for headquarters staff and at all district offices. The purpose of this three-hour workshop is to give supervisors hands-on practice in writing individual performance expectations for their direct reports using their current section/district fiscal year goals. A complete description of this class and all others taught by HR can be viewed by clicking [here](#). Dates and locations for the Writing Performance Expectations workshop are listed on the HR Training Schedule ([click here](#)).

### Special Events

- February 2 – Training: PPR for Supervisors - HQ
- February 2 - Job Shadowing Program - Scotlandville High School - HQ
- February 2 - HQ Employee Recognition Committee Meeting
- February 8 - Training: How to Select the Most Qualified Employee, District 62 - Hammond
- February 8 - Job Corps Participants' Tour of DOTD
- February 8 - Civil Service Commission Meeting
- February 9 - LSU Career Day - Pete Maravich Assembly Ctr
- February 15 - Standing Committee on Human Resources (SCHR) Meeting
- February 16 – Training: Writing SMART Performance Expectations, HQ
- February 21 – Training: How to Select the Most Qualified Employee, District 58 - Chase
- February 22 – Southern University Career Day - FG Clark Mini Dome
- February 23 – Training: New Employee Orientation - HQ
- February 28 – Mardi Gras Holiday



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( Continued )

### HR Unit Updates

#### Employee Relations Unit

**More Guidance for Employees Returning from Military Leave** - Information on crediting leave and purchasing retirement credit for service in the Uniformed Service of the United States is provided in the following link ([click here](#)). This information is intended to ensure that all benefits are extended to returning employees. HR Contact: Pam Dantin at 225-379-1241.

#### Personnel Management Unit

**Employee Suggestion Box** - The January HR newsletter announced that anonymous suggestions will no longer be posted on the DOTD Intranet Bulletin Board. More recent changes to the Employee Suggestion Box are as follows:

- Installation of 4 click-on buttons at bottom of Employee Suggestion Page:
  1. Enter New Suggestion--user is directed to the form
  2. View Current Suggestions
  3. View Archived Suggestions - user is directed to page where topics are grouped by category
  4. View Recent Suggestions - allows user to view suggestions from the previous 90 days, with most recent suggestion first
- Employee Suggestion Archive Page was revised to allow user to view archived suggestions by individual subject or select the **new** "View All Archived Suggestions", showing most recent suggestion first. HR Contact: Stephanie Ortis at 225-379-1289.

#### Operations Unit

**DOTD Pay Plan Updated on the HR Web Site** - DOTD's Pay Plan has been updated on the web site. Changes included are:

- Job Corrections for Police Officer Series, effective 8/29/05
- New Protective Services Pay Plan, effective 8/29/05
- Implementation of the 3rd Phase of Administrative Schedule changes, effective 9/09/05

If you have any questions, please contact Kay Mc Rae at 225-379-1288.



## DOTD HUMAN RESOURCES (HR) TRAINING

This list provides information on HR training courses that are available internally for the professional development of supervisory and non-supervisory personnel. Completion of HR training courses is maintained in the DOTD Education and Training Computer System (ETRN). ETRN course numbers are shown below in parenthesis following each HR course title. Current courses may be revised, and additional ones developed, as training needs dictate. A schedule for courses can be obtained by contacting: **Peggy Brandes, HQ HR Trainer** at (225) 379-1293 or via email ([click here to email now](#)).

### HR training courses required by DOTD Structured Training Programs (STPs)

The HR training courses described below are required by DOTD structured training programs (STPs). Employees must therefore refer to their respective structured training program for guidance on requirements which may include any or all courses listed. To apply for these courses, employees must complete an application form which can be found on the LTRC, Office of Technology Transfer website, <http://ladotnet/training/forms.html>. Completed applications should be forwarded to LTRC via fax (225) 767-9159 or mail to 4101 Gourrier Avenue, Baton Rouge, LA 70808.

### Performance Planning and Review for Supervisors (6H013C)

A one-day Comprehensive Public Training Program (CPTP) course taught by DOTD HR staff which provides guidance to DOTD supervisors on the use of the Civil Service PPR system, including how to establish well-defined performance expectations, routinely communicate with employees about

work performance issues and evaluate performance on the basis of objective, written documentation.

#### Documenting for Performance and Discipline (6H006C)

A one-day CPTP course taught by DOTD HR staff which aids supervisors in the development of documentation skills required to support performance ratings and disciplinary actions. Class participants will complete skill practice exercises in documenting hypothetical workplace occurrences.

#### Employment Law (44201A)

A one-day course for supervisors which covers employment-related laws critically important to supervisors in their responsibility for managing employees. The course content was developed by the HR and Legal Sections and is presented by HR/Legal staff.

#### HR training courses required by state or federal law

Some HR training courses required for supervisory and/or non-supervisory employees are not included in a structured training program, but are required by state or federal authorities. Each of these courses has an expiration date. For Headquarters employees, these mandatory HR training courses are announced, scheduled and conducted by the Headquarters HR Section. For district employees, the District Training Coordinators will announce, schedule and conduct such training for employees within their respective districts. Supervisory employees are responsible for ensuring that employees within their units attend such training as required.

#### Preventing Workplace Violence (Supervisors) (E0061A)

A one and one-half hour course in which supervisors are instructed on how to recognize signs of potential violence, address safety and security issues, manage conflict, defuse violent situations and comply with DOTD's Violence in the Workplace Policy (PPM 53). Expires after three years and must be repeated every three years thereafter.

#### Preventing Workplace Violence (Employees) (E0062A)

A one hour course for non-supervisory employees which covers signs of potential violence, safety and security issues, anger management, conflict resolution, and compliance with DOTD's Violence in the Workplace Policy (PPM 53). Initial training occurs during *Orientation for New Employees* (E0035A); this refresher course must be completed every three years

thereafter.

#### Substance Abuse Training for Supervisors (E0027B)

A two-hour course for new supervisors which covers signs and symptoms of substance abuse, employee performance indicators, intervention, enforcement, DOTD's Employee Assistance Program (EAP), and compliance with the Substance Abuse and Drug-Free Workplace Policy (PPM 21). Expires after three years; supervisors must complete the Substance Abuse Refresher for Supervisors (E0029B) every three years thereafter.

#### Substance Abuse Refresher Training for Supervisors (E0029B)

A one and one-half hour refresher course which focuses on DOTD's Substance Abuse and Drug-Free Workplace Policy (PPM 21) and the Substance Abuse Reference Manual for DOTD Supervisors. Must be taken three years following the initial supervisory training (E0027B) and must be repeated every three years thereafter.

#### Substance Abuse Training for Employees (E0028B)

A one-hour course for non-supervisory personnel which focuses on DOTD's Substance Abuse and Drug-Free Workplace Policy (PPM 21). Initial training occurs during *Orientation for New Employees* (E0035A); this refresher course must be completed every three years thereafter.

#### HR training required by DOTD Policy

As DOTD policies are implemented and/or revised, the need may arise for training to support policy directives. The following course(s) are mandated by the Secretary's Policy and Procedure Memorandums (PPMs); reference is made to the corresponding PPM(s) below. For Headquarters employees, this training is scheduled by the Headquarters HR Section. For district employees, the District Training Coordinators will schedule such training for employees within their respective districts.

#### Orientation for New Employees (E0035A)

A four-hour session which must be completed within six weeks of hire date as required by DOTD's New Hire Orientation Policy (PPM 22). It encompasses a review of the *Orientation Handbook* given to new employees and includes Civil Service rules, hours of work, types of leave, performance planning and review, substance abuse, workplace harassment, workplace

violence, grievance procedure, discipline, benefits and other employment-related matters. This class is scheduled by HQ HR and District HR personnel as the new employee is completing sign-up paperwork.

### Additional HR training courses

The Headquarters HR Section offers *optional* courses on an as-needed basis for the professional development of supervisory and non-supervisory personnel. These courses are generally developed as a result of feedback or as special training needs arise. The HQ HR Section will publicize these courses on the HR Intranet homepage and by other electronic means. Requests to schedule these courses should be made to the DOTD HQ HR Training Manager, (225) 379-1293.

### How to Select the Best Qualified Employee (E0100A)

A one-day course for interviewing supervisors which provides agency-specific guidelines for screening, interviewing, evaluating and selecting the best qualified candidate for placement into a job vacancy. It also provides detailed explanation of the documentation/forms required to adequately support selection decisions.

### HR Hot Topics (EHT001)

A three-hour course for supervisors which covers detailed information on current, new and/or revised Policy and Procedure Memorandums (PPMs). Course content is routinely customized to address the specific training needs/concerns of supervisors.

### Workplace Harassment (E0050A)

A two-hour course for supervisory and non-supervisory personnel which provides an overview of workplace harassment issues. Course material covers current law; types of harassment, including sexual harassment; employer/supervisor liability; recognition and resolution of harassment; and procedures for filing harassment complaints.

### Writing Position Descriptions (E0014A)

A two-hour course for supervisors which provides basic information on the Civil Service classification and pay system and detailed instruction on how to prepare the official position description form (SF-3).

### Writing "SMART" PPR Expectations (E0016A)

A three-hour workshop for supervisors which covers the mechanics of writing performance expectations using the "S.M.A.R.T." method, examples of good and poor performance expectations, supervisory tips, and a practical exercise focusing on writing expectations which align with agency goals. Includes pre-reading material and requires supervisors attending to bring copy of current section/district goals and the current planning document of one direct report.

### Additional Information

Any questions regarding the HR Training Program may be directed to Peggy Brandes, the DOTD HQ HR Trainer, at (225) 379-1293 or by email ([click here to email now](#)).

November 1, 2005

## HR Training Calendar for FY 05/06

Training Title	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
New Employee Orientation (E0035A)	01/26--3rd Floor Classroom	02/23--3rd Floor Classroom	03/30--3rd Floor Classroom	04/27--3rd Floor Classroom	05/23--3rd Floor Classroom	06/29--3rd Floor Classroom
Substance Abuse for New Supervisors (E0027B)						
Workplace Harassment (E0050A)						
Employment Law (44201A)		-	03/07 (8:30/3:30) Baton Rouge 3rd Floor Classroom			
How to Select the Best Qualified Employee (E0100A)		02/08--(8:30/3:30) Hammond SLU-Activity Ctr--Rm 127 02/21--(8:30/3:30) Chase District 58 Classroom 02/22--(8:30/3:30) Chase District 58 Classroom	03/15--(8:30/3:30) Baton Rouge HQ Annex		5/10--(8:30/3:30) Baton Rouge HQ Annex	
Performance Planning & Review for Supervisors (6H013C)	01/05--(8:30/3:30) Baton Rouge 01/11--(8:30 to 3:30) Lafayette District 03 Trng Rm	02/02--(8:30/3:30) Baton Rouge 3rd Floor Classroom	03/22--(8:30/3:30) Bossier City District 04 Trng Rm 03/23--(8:30 to 3:30) Alexandria District 08 Trng Rm 03/29--(8:30/3:30) Lake Charles District 07 Trng Rm	04/06 (8:30/3:30) Baton Rouge 3rd Floor Classroom 04/20 (8:30/3:30) New Orleans 02 Classroom		
Documenting for Performance and Discipline (6H006C)			03/01 (8:30/3:30) Baton Rouge 3rd Floor Classroom			
Writing Performance Expectations (E0016A)		02/16--12:30/3:30 Baton Rouge HQ Annex	03/21--12:30/3:30 Bossier City 04 Trng Rm 03/24--8:30/11:30 Alexandria 08 Trng Rm	04/11--8:30/11:30 Baton Rouge - HQ Annex 04/11--12:30/3:30 Baton Rouge - HQ Annex 04/13--8:30/11:30 Baton Rouge - HQ Annex 04/13--12:30/3:30 Baton Rouge - HQ Annex 04/17--8:30/11:30 Lafayette - 03 Trng Rm 04/17--12:30/3:30 Lafayette 03 Trng Rm 04/18--8:30-11:30 Lake Charles - 07 Trng Rm 04/18--12:30-3:30 Lake Charles - 07 Trng Rm	05/02--8:30/11:30 Hammond - 62 Trng Rm 05/02--12:30/3:30 Hammond - 62 Trng Rm 05/18--8:30/11:30 New Orleans - 03 Trng Rm 05/18--12:30/3:30 New Orleans - 02 Trng Rm	



## **Procedures for Employees Returning from Military Leave:**

### **Crediting of Leave:**

According to Civil Service Rule 11.26, Military Leave, employees shall continue to accrue sick and annual leave for the entire period of service, beginning the date of the service. Leave shall be accrued on the same basis as though the employee had not been activated. **Leave earned shall be credited to the employee upon his return from active duty.**

- Once an employee returns to work from military duty, he/she is to provide supervisor/appointing authority a copy military discharge orders releasing them from military duty. These orders are used to verify employees release from military duty.
- To credit the returning employee's leave balances, HR Analyst needs to submit to Payroll a certified statement with the following text, to Payroll. This should be done with the next payroll after the individual's return to work.

"This is to certify that \_\_\_\_\_ (name) performed military duty from the period \_\_\_\_\_ (date) to \_\_\_\_\_ (date) and has returned to work with DOTD effective \_\_\_\_\_ (date). Please credit employee's annual and sick leave balances accordingly."

Signature

- Provide HQ Human Resources, Attn: Pam Dantin, a copy of the certified document and the date submitted to the Payroll Section for tracking purposes. An automated procedure is being developed through APPS and procedures will be provided once completed.
- HQ Human Resources will track personnel activated for military duty and monitor the crediting of leave balances for employees returning from military duty.
- Once HQ Payroll receives the certified document from the appointing authority, they will credit the individual's leave balances and inform HQ Human Resources of the effective date the employee's leave is credited.

## **Purchasing of Retirement Credit for Service in Uniformed Services of the United States**

A LASERS member, who left employment or who leaves employment in order to perform military service under USERRA, may purchase retirement credit for the service while a member of the uniformed service of the United States. The member must: have received a honorable discharge; returned to employment after being released from military service; and remit payment for service credit within four years of his reemployment. Employees in Districts (to include Sections 20, 45, 59) can get with their supporting HR Analyst for assistance. HQ Section employees can get assistance with HQ Human Resources Section, Ellen Catherine, at 225-379-1229. The follow must be submitted through their supporting HR Analyst to LASERS.

- Form 2-6 *Application for Purchase of Military Service*;
- Copy of release or discharge from active duty (DD214) showing dates of service and honorable discharge);
- HR Analysts request certification of salary the member would have earned if not on leave, through District Payroll and submit to LASERS.
  1. Employee contributions that would have been payable if the member had continued in service (paid by the employee); and
  2. Employer contributions that would have been paid by the employer if the member had continued in service (paid by the employer within 30 days after the employee payment).
- Once LASERS receives the above application and salary certification, they will provide an invoice to employee (copy furnished DOTD) depicting the employer's and employee's required contributions.
- Employee submits contribution payment to LASERS.
- DOTD submits the agencies share of the employer's contribution no later than 30 days after the employee's portion is paid.
- Upon receipt of payment by both (employee and DOTD), purchased service is credited to employee.

Note: No actuary calculation fee is required for service that qualifies under USERRA. No service credit is granted until both employee and employer contributions are received in full.